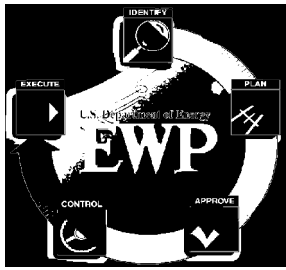


# Enhance Work Planning SURVEY TOOL

*I*ntegrated  
*S*afety  
*M*anagement ... at the Activity Level

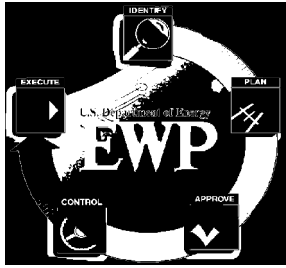


# A SURVEY TOOL FOR ISM IMPLEMENTATION

The Enhanced Work Planning  
National Steering Committee has  
pooled their experience and created a  
simple-to-use, generic survey tool.

***I**ntegrated  
**S**afety  
**M**anagement*

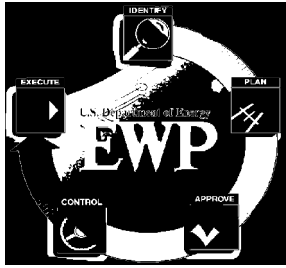
**... at the Activity Level**



# Our Purpose

- Tell You
- Show You
- Convince You
- Give You

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**S**afety  
**M**anagement ... at the Activity Level*

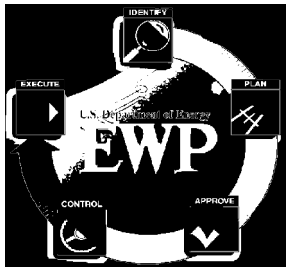


## Tell You

- Activity Level
  - People who do work
  - People who implement ISM
- You get opinion, not a measured performance
  - A survey asks for people's beliefs and opinions

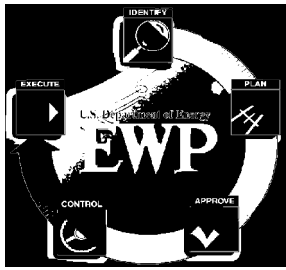
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***S***afety  
***M***anagement

... at the Activity Level



## Show You

- Steps in a process
  - Figure out the purpose and scope
  - Identify target audience and subjects
  - Implement the questions
  - Do the survey
  - Analyze the results

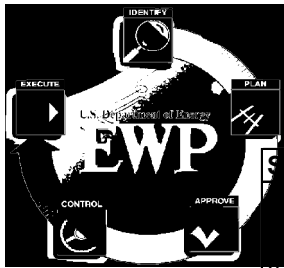


## Show You

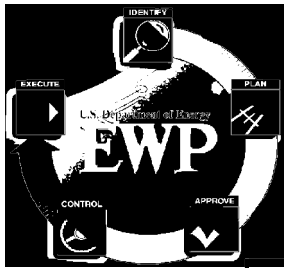
- Comprehensive
  - Questions cover 5 Core Functions
  - Questions cover 7 Guiding Principles
- List of Candidate Questions
- Raw Data Sheet
- Data Calculation Sheet
- Results Chart

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Survey Statement	CF-1	CF-2	CF-3	CF-4	CF-5	GP-1	GP-2	GP-3	GP-4	GP-5	GP-6	GP-7	GP-8
<b>Core Function # 1: Define the scope</b>													
Work request documents describe in sufficient detail the (scope of work, problem to be corrected).	X												
Line management (screens, reviews) work request documents.	X												
<b>Core Function # 2: Identify and analyze hazards</b>													
* I, or a co-worker, participate in walking down the work site to identify hazards.		X											X
I, or a co-worker, have been involved in job safety hazards analysis.		X											
I have an opportunity to have input into the hazard identification and analysis process.		X											
You have been trained to recognize the hazards you are exposed to and how you can protect yourself.		X											
I believe the proper people are involved in the hazards identification and analysis process.		X											
* The proper SMEs are consulted to identify the standards, hazards and requirements.		X								X			X
Identification of hazards is actively encouraged.		X											
Tasks which have the potential for challenging the (Facility Safety Basis, Authorization Agreement, Authorization Basis) or causing environmental impacts are identified during the (work planning process, hazards analysis phase).		X											
* I believe associated hazards (environmental, safeguards and security, chemical, etc.) are identified and analyzed. OR The hazards, safety standards and requirements are identified (by the workers, planners, supervisors, and/or engineers) before the wo		X								X			



# Survey Questions Example

## Core Function # 1: Define the scope

Work request documents describe in sufficient detail the (scope of work, problem to be corrected).

X

Line management (screens, reviews) work request documents.

X

## Core Function # 2: Identify and analyze hazards

\* I, or a co-worker, participate in walking down the work site to identify hazards.

X

I, or a co-worker, have been involved in job safety hazards analysis.

X

I have an opportunity to have input into the hazard identification and analysis process.

X

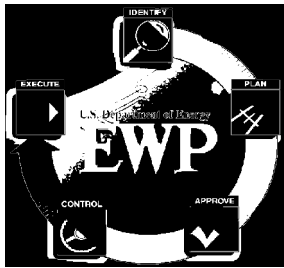
You have been trained to recognize the hazards you are exposed to and how you can protect yourself.

X

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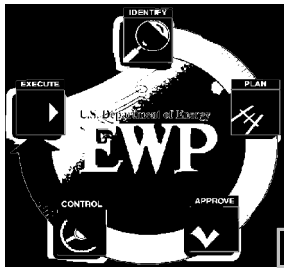


Worker 625	Pipefitter	A	A	A	N	A	A	N	A	SA	SA	A	N	SA	SA	SA				
<b>TOTAL COUNTS</b>																				
SD		46	14	10	10	4	17	11	6	7	3	4	4	3	2	2				
D		93	10	13	11	7	63	47	36	17	6	17	14	11	8	6				
N		128	60	92	86	55	159	118	112	142	78	83	77	59	70	57				
A		284	318	350	351	402	305	306	330	347	384	397	386	384	382	406				
SA		74	223	160	167	157	81	143	141	112	154	124	144	168	163	154				
<b>PERCENTAGE OF TOTAL COUNTS</b>																				
SD		7%	2%	2%	2%	1%	3%	2%	1%	1%	0%	1%	1%	0%	0%	0%				
D		15%	2%	2%	2%	1%	10%	8%	6%	3%	1%	3%	2%	2%	1%	1%				
N		20%	10%	15%	14%	9%	25%	19%	18%	23%	12%	13%	12%	9%	11%	9%				
A		45%	51%	56%	56%	64%	49%	49%	53%	56%	61%	64%	62%	61%	61%	65%				
SA		12%	36%	26%	27%	25%	13%	23%	23%	18%	25%	20%	23%	27%	26%	25%				
<b>Counts</b>																				
	Pipefitter																			
SD	Pipefitter	5	1	0	0	0	1	1	1	1	0	0	0	0	0	0				
D	Pipefitter	5	1	1	0	0	5	2	3	2	0	3	0	1	0	2				
N	Pipefitter	8	1	5	11	0	14	7	3	7	4	2	4	1	2	1				
A	Pipefitter	18	21	26	22	33	14	22	24	24	26	28	28	31	30	27				
SA	Pipefitter	5	17	9	8	8	7	9	10	7	11	8	9	8	9	11				

These are the data to be copied and pasted special as values and transpose to Data Analysis-Step 8.

This is an example of calculating a subset using array formulae, for example, where occupation is "pipefitter"

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RAW COUNTS TABLE					
Question	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Q1	46	93	128	284	74
Q2	14	10	60	318	223
Q3	10	13	92	350	160
Q4	10	11	86	351	167
Q5	4	7	55	402	157
Q6	17	63	159	305	81
Q7	11	47	118	306	143
Q8	6	36	112	330	141
Q9	7	17	142	347	112
Q10	3	6	78	384	154
Q11	4	17	83	397	124
Q12	4	14	77	386	144
Q13	3	11	59	384	168
Q14	2	8	70	382	163
Q15	2	6	57	406	154

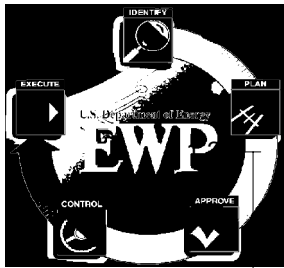
#### CUMULATIVE PROPORTION TABLE (in percent)

These are the Cumulative Distribution results for the cumulative responses from least to best

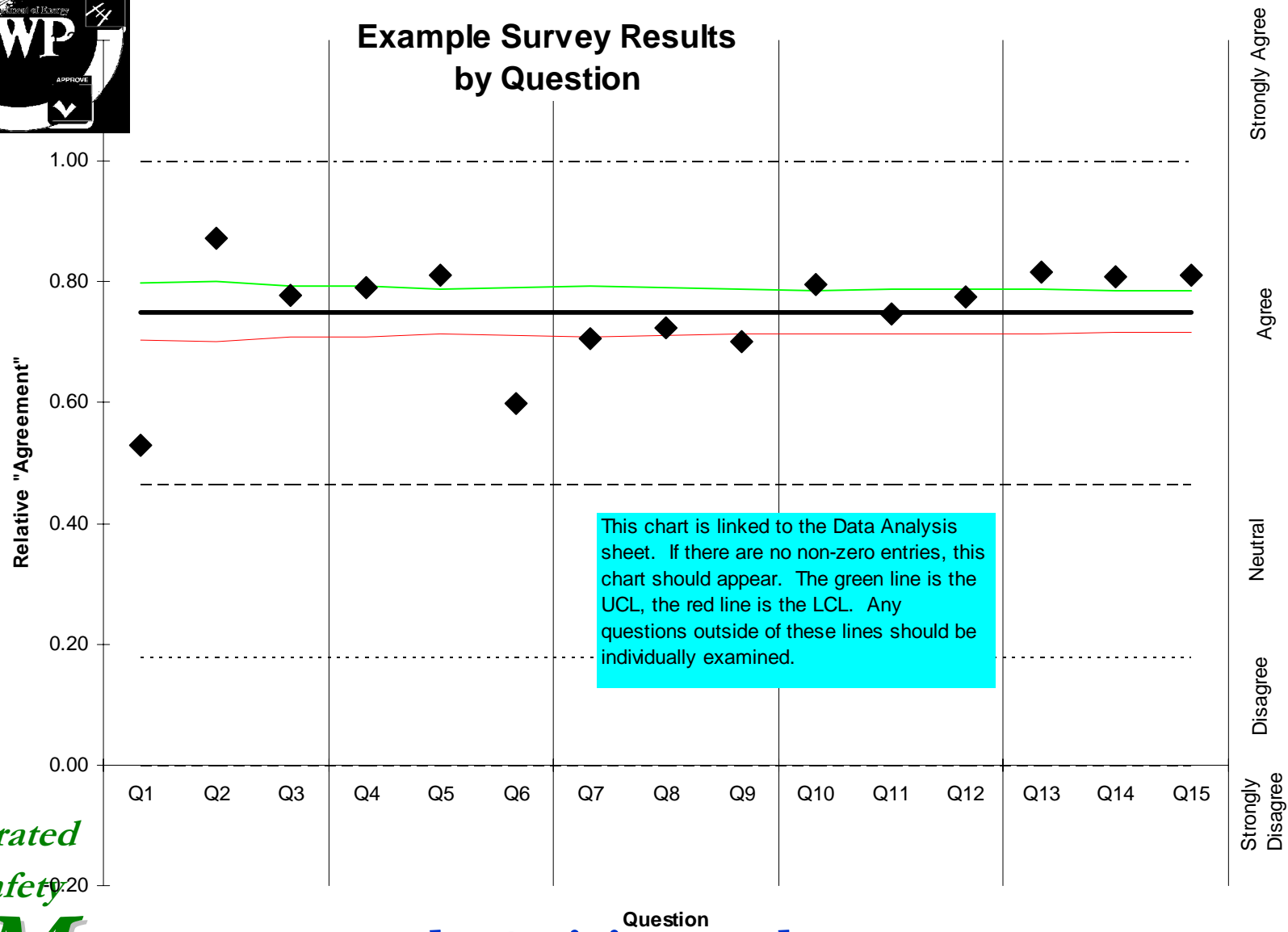
QUESTION	Strongly Disagree	Disagree	Neutral	Agree	
Q1	0.0736000	0.2224000	0.4272000	0.8816000	
Q2	0.0224000	0.0384000	0.1344000	0.6432000	
Q3	0.0160000	0.0368000	0.1840000	0.7440000	
Q4	0.0160000	0.0336000	0.1712000	0.7328000	
Q5	0.0064000	0.0176000	0.1056000	0.7488000	

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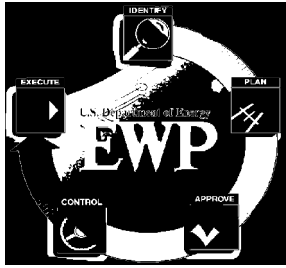


## Example Survey Results by Question



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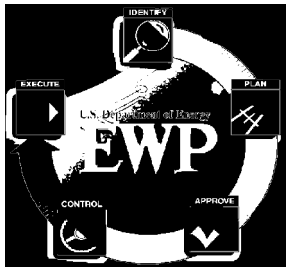


## Convince You

- You get feedback on ISM implementation
- Areas needing improvement are identified
- Surveying is a working level, leading indicator
- Information included in reporting the safety health of a site
- Workers involved in solutions

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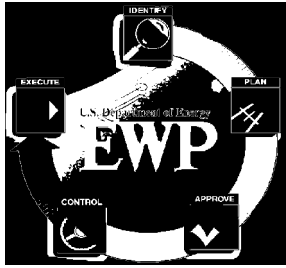


## Give You

- Free, 3.5” Floppy (limited quantities)
- Survey Tool File is on the EWP web site which is linked from the ISM web site
  - <http://tis.eh.doe.gov/ewp>
- Receive a copy by e-mail
- Call for survey technical assistance
  - Steven Prevette, Flor Daniel Hanford
  - 509-373-9371

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**M**anagement*

**... at the Activity Level**



# Acknowledgments

- Steven Prevette, Flor Hanford 509-373-9371
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- Perry Schafer, ETPP 865-241-3573
- John Saladyga, West Valley 716-942-4141
- John Wilcox, Fernald 513-648-4412